Ministry of Provincial Secretary and Government Services

Annual Report 1981/82

Honourable James R. Chabot,
Provincial Secretary and
Minister of Government Services

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Honourable James R. Chabot,
Provincial Secretary and
Minister of Government Services

Victoria, B.C., July 15, 1982

To His Honour the Lieutenant-Governor of the
Province of British Columbia.

MAY IT PLEASE YOUR HONOUR:

I have the honour, sir, to submit herewith the report of the Ministry of the Provincial Secretary and Government Services, for ministry programs under the jurisdiction of the Deputy Provincial Secretary, for the 1981-82 fiscal year.

I have the honour to be,
Sir,
Your most obedient servant.

JAMES R. CHABOT
Minister

Victoria, B.C., July 15, 1982

The Honourable James R. Chabot
Provincial Secretary and Minister
of Government Services.

SIR: I have the honour to submit the annual report for the programs of the Ministry of Provincial Secretary and Government Services, for the fiscal year ended March 31, 1982.

Deputy Provincial Secretary and
Deputy Minister of Government Services

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Administration

APPEALS TO THE LIEUTENANT-GOVERNOR-IN-COUNCIL

There were 72 appeals initiated in the year, under a number of Acts: 66 were under the Motor Carrier Act, two under the Water Act, three under the Pollution Control Act, and one under the Company Act.

ORDERS-IN-COUNCIL

The recent trend of reducing the number of Orders-in-Council continued in the year. In all, 2,695 orders were passed by the Lieutenant-Governor-in-Council compared with 2,899 in the previous year.

The resume of Orders-in-Council was prepared 46 times through the year and distributed to approximately 1,200 individuals and organizations. Some 750 of these were people who specifically requested the resume, while the remainder went to MLA's, the news media in British Columbia and government officials.

GREAT SEAL

The Great Seal of the province was used 302 times in 1981 compared with 847 times in the previous year. The most frequent use (147 times) was on letters patent, 46 times under the Provincial Court Act, 103 times on proclamations, and six times on miscellaneous documents.

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Elections Branch

The purpose of the Elections Branch is to provide timely and efficient administration of all provincial elections, by-elections, plebiscites and voter registration. The total application and management of the Election Act is a vital and ongoing responsibility of the branch.

Among the various programs continuing or implemented during the fiscal year were:

- Public awareness program
- Improved registration process and timing
- Voter information booth at the P.N.E.
- Polling divisions - size reductions
- Mapping division re-located to Victoria
- Mapping project undertaken in conjunction
  with the cartographic program at Camosun College
  the cartographic program at Camosun College
- Voters list, movement towards computerization
- Legislative internship program
- By-election officials and registrars of voters

Preliminary study and planning was undertaken regarding computerizing the provincial voters lists and work was commenced on the early stages of enumeration planning and some Election Act amendments.

During the year, visits were received from the Alberta and Saskatchewan Chief Electoral Officers and the Alberta Deputy Chief Electoral Officer. The annual conference of Canadian Election Officials in Edmonton this past year was attended by senior staff.

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Information Services Branch

PURPOSE

The function of Information Services Branch is to provide, to the public, information on the programs and services of the ministry and to give support and advice to the ministry on matters of public information.

In the former role, Information Services Branch collects, writes, and edits materials for publication, arranges graphic design, printing, and distribution services in conjunction with the originating branch or division. In addition, it assists in making contractural arrangements and in obtaining approval to publish from the ministry executive and Government Information Programs.

During 1981-82, Information Services Branch undertook approximately 100 contracts with outside agencies and agents, including photographers, freelance writers, graphic designers, distributors, and advertising agencies.

The division published 10 issues of Contact, an eight to 12-page public service newsletter with a circulation of 33,000 and provided informational and public relations support to a number of special projects, such as the B.C. Canada Games Team, The B.C. Festival of the Arts, and the Federal/Provincial Sport and Recreation Ministers' Conference.

During fiscal year 1981-82, Information Services Branch issued 127 news releases and organized numerous news conferences to make the public aware of ministry programs and services.

To provide this range of services, Information Services Branch is divided, by specialty, into three principal divisions: publication management, public relations, and precinct information. The latter

consists of the Parliament Buildings inquiry desk and tour program, which during 1981-82 conducted 6,629 tours of 177,048 visitors.

The staff of Information Services Branch consists of the director, four public information officers, five full time tour guides, two support staff and 12 part-time summer tour guides.

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Queen's Printer

OBJECTIVES

The objectives of the Queen's Printer are:

a. To meet the printing and stationery needs of the Legislative Assembly and government ministries and agencies in the most effective manner in terms of lowest cost, necessary quality and required service.

b. To provide an effective publishing service for the Legislative Assembly and to distribute selected government publications to the public and government customers.

c. To reduce government expenditures for photocopying and associated equipment to the lowest necessary level.

LEVEL

The Queen's Printer operates on a revenue-dependency basis by meeting its costs from revenue generated by its activities.

In fiscal year 1981/82, the Queen's Printer increased its revenue and scope of operations. Revenue increased by more than one-quarter to over $27.0 million. The scope of operations was expanded by the opening of a Queen's Printer Bookstore in Victoria and assuming responsibility for photocopier management.

The following is a summary of the transactions during the year:

a.	Printing requisitions	23,200
b.	Stationery requisitions	44,600
c.	Publication orders	35,000
d.	Suppliers' invoices	33,000

Improvements included the installation of new production equipment and printing methods and updating and automating purchasing systems and procedures. Plans were completed and approved to computerize the business, accounting and management information systems and preparations were completed to move the stationery stores and publications mail order operations to a new 20,000 square foot supply centre in the Royal Oak district of Victoria. This new supply centre will provide sufficient space for the more efficient and economical supply of stationery and publications.

IN-HOUSE PRINTING

Emphasis was placed on implementing measures to provide fast and ecomomical printing work in the Queen's Printer printing plant. As a general rule, this work is restricted to short-lead time, low dollar value, confidential or sensitive material or jobs requiring close liaison between the originator and the printer. All other printing work is contracted out to B.C. printing firms by the Queen' Printer.

The Queen's Printer plant completed over 18,000 jobs during 1981/82, with a total value of over $6.0 million.

Typesetting and printing of Hansard was provided overnight. Significant cost savings for customers were achieved by a number of means including:

a. The elimination of costly double keyboarding by the ability of the Queen's Printer computerized composition system to accept output from customers' word processors.

b. The elimination of costly negatives and metal plates for a large number of medium run printing jobs.

c. Providing expert advice to customers on cost saving measures for various jobs.

CONTRACTED PRINTING

The Queen's Printer continued to contract out two-thirds (by value) of the printing work received. Over 5,000 printing jobs with a total value exceeding $10.0 million were awarded to commercial firms on a competitive basis.

STATIONERY

In 1981/82, the Queen's Printer processed nearly 45,000 stationery requisitions with a total value of some $8.0 million. This was a noticeable increase in volume and was handled with increased efficiency in both the stationery stores and purchasing elements. The improved service has resulted in the phasing out of stationery stores operation in other ministries, notably the Ministry of Health.

The volume of business has become too great for the Stationery Stores Department, currently located in a portion of the Queen's Printer building. The new supply centre will alleviate this.

PUBLICATIONS

The Queen's Printer Publications Section satisfied more than 35,000 requests for publications from the general public, law firms and government customers in 1981/82. The value of the publications sold was approximately $1.3 million. The scope of operations was increased by assuming the publishing function for government requisitions and a number of publications.

The Queen's Printer opened a bookstore in Victoria which has available a wide range of government information and publications. The bookstore serves the greater Victoria area and sells approximately 2,600 publications per month. Plans were also developed to open a bookstore in Vancouver to increase the availability of government information and publications, but this has been deferred until economic conditions improve.

REPROGRAPHICS ANALYSIS

In July of 1981, the Queen's Printer was assigned the responsibility of rationalizing government-wide use of photocopying and related equipment. There are some 1,400 photocopiers located in government offices with an annual estimated cost of $4.0 million.

The Queen's Printer set up a system to provide advice to customers and to ensure that photocopier renewals and acquisitions were the most effective for each application. Competition among photocopy suppliers has been increased and significant economies achieved. Annual savings of over $260,000 have been identified to March 31, 1982.

The Queen's Printer publication Customer Guide to Effective Photocopier Management for 1982 is assisting government administrative managers to achieve additional savings.

ACCOUNTING STRUCTURE

The Queen's Printer Financial Services Section continued to improve the accounting systems required to support a print manufacturing operation, a retail stationery operation, a bookstore and a mail order publishing operation and a printing stationery purchasing operation, as well as the new Financial Administration Act.

Over 33,000 supplier invoices were processed for payment and recovery action taken on over 102,000 orders from public and government customers.

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Lotteries Branch

The branch administers the marketing and distribution of lottery tickets for British Columbia. It also issues and controls all gaming licences under the Lottery Act and regulations for bingos, raffles, social events, and agricultural exhibitions.

The distribution of lottery tickets is made through approximately 205 non-profit organizations and their approximate 6,000 retail outlets. The service by these organizations provides funds for their community projects and the organizations have maintained sales levels at approximately 47 percent of the total sales in western Canada. The branch arranges for the delivery of tickets and promotional products, and reviews the accountability of the lottery activities of nonprofit organizations.

During the year, there were game changes and bonus draws which provided additional cash prizes to ticket buyers. The 1981 "Canada Cup" hockey series was promoted with additional tickets showing scoring times on the Express tickets. Cash proceeds are anticipated to be similar to the last year and should continue to provide financial support to the many community projects which are funded entirely or in part through this activity.

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B.C. Lotteries Branch
Statistical Highlights 1981/82

Lottery Fund

Revenue received from Western Canada Lottery Foundation during the period of April 1, 1981 to March 31, 1982.	$ 25.2 million

Licensing

Estimated Gross Revenue by Organizations	$ 35 million
Estimated Charitable Donations by Organizations	$ 10 million
Fees Collected	$ 335,000

Licences Issued:

Bingo	1,017
Ticket Raffles	1,495
Casino	543
Concessionaire	1
Social Clubs	37
Agricultural Fairs	18

Parliament Buildings Services

During 1982, the Building Services Branch was engaged primarily in restoration work in the Legislative Buildings. This and other projects were undertaken with the assistance of the ministry's Heritage Conservation Branch. Two hundred and thirty four projects, 197 undertaken on request from the British Columbia Buildings Corporation, were completed in the year.

Work included the restoration of that area in the Legislative Buildings commonly known as the "Treasury", allowing for the extension of the Ministry of Intergovernmental Relations suite by adding a general office waiting room, and an executive assistant's office. A general meeting room is located between the minister's office and the main entrance. The "Vault area", will have its restoration completed in 1982, after extensive structural work, for use as a general public waiting room. The Legislative Precinct grounds lighting projects in the M.L.A. parking area, and front driveway and entrances were completed.

Energy saving will result from the re-insulation of all Legislative Buildings service piping carrying steam and water. This project entails the removal of asbestos fibre insulation. Special equipment to handle the asbestos removal has been developed by the Building Services Staff in co-operation with the private sector, Workmen's Compensation Board and the ministry's Training and Safety Programs Division. Information on equipment and methods can be made available to anyone interested.

In keeping with the ministry's objective to provide a safe and healthy environment in the Legislative Buildings, a study of all

electrical-mechanical and safety systems which will enable the ministry to embark on electrical-mechanical upgrading was conducted by private consultants.

The Legislative Library area has undergone major restoration, with extensive work being performed on slate, cupolas, roof drainage systems and areas with sky-lights and glass domes.

A number of projects to aid in the housing and relocation of legislative and ministerial staffs has been completed.

The ministry's efforts to maintain decorative standards in the Legislative Buildings have required that our staff construct a number of special application furniture pieces and to repair and maintain specialty fabrics. Interior decoration and furniture layout projects for a number of ministerial suites were completed.

The branch was involved again, in a variety of heritage projects, including the Congregation Temple Emanuel Synagogue in Victoria, the Courthouse in Grand Forks, and a seminar on Heritage Restoration practices in the City of Nelson. The expertise of the staff has become a resource from which the private sector, the general public, and other ministries can draw for practical and technical information on restoration practices and techniques.

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Postal Branch

The objective of the Postal Services Branch is to provide the most cost effective postal service for all B.C. government mail.

Ongoing programs include:

- continual liaison with Canada Post Corporation,
- Postal Services Project,
- extension of overnight Priority Post service to and from B.C. government locations throughout the province,
- design of computerized Mailing List Management System,
- continuing improvement and extension of service through the Postal Services Courier system.

As a result of revisions in the federal postal system, changing postal rates and a growing number of cost-reducing incentives have created a demand for constant analysis and development of alternatives to provincial mail services.

A Postal Services Project was established as a joint venture of the Postal Services Branch and the Planning and Analysis Branch. The objective is to make all B.C. government employees aware of new Canada Post requirements for mail preparation, as well as cost effective services available from the branch. For this project, each ministry has appointed one person to coordinate the solution of all mail service problems originating with that ministry.

The Postal Services Project aims at reducing projected postage costs by about 10 percent (refer to Chart 2).

Results of the above activities, to the end of the fiscal year, were:

- avoiding DAILY expenditures of $3,500 in Canada Post postage costs following the January 1, rate change.

- reduced delivery time of two days through Canada Post for properly prepared mail with no increase in Postal Services handling time;
- increased use and associated cost-benefits of the Postal Services Branch Priority Post delivery system from 30 - 35,000 pounds per month to 50 - 55,000 pounds per month.

Priority Post, the branch's unique overnight dispatch and receipt service expanded from 28 designated locations to 38 points, including Calgary, Edmonton and B.C. House in London, England [which involves two-day delivery].

AUTOMATION

1. new equipment was acquired to reduce manual handling;
2. a new computer-assisted Mailing List Management System was designed which would reduce the number of wrong or duplicated addresses. The system is expected to begin in the 1982/83 fiscal year and will produce mailing labels for at least 20 percent of all the outgoing mail produced in the first fiscal year.

   This project was led by the Planning and Analysis Branch.

POSTAL SERVICES VEHICLE SYSTEM

1. Increased service in the Victoria area has resulted in the addition of 20 new locations.
2. The Vancouver and lower Mainland vehicle services have expanded and now serve government offices in Richmond, Surrey and Maple Ridge.
3. In Kamloops, Nanaimo and Prince George, vehicle services continue with plans made to serve the Kelowna area in 1982.
4. Overnight service between Victoria and Vancouver attracted increasing volume, requiring the use of larger vehicles.

Planning was completed for an additional vehicle for bulk mailings from the Queen's Printer which will also carry other mail.

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Chart 1

Volume of Mail

All B.C. government offices
not including
Crown Corporations,
Universities, etc.

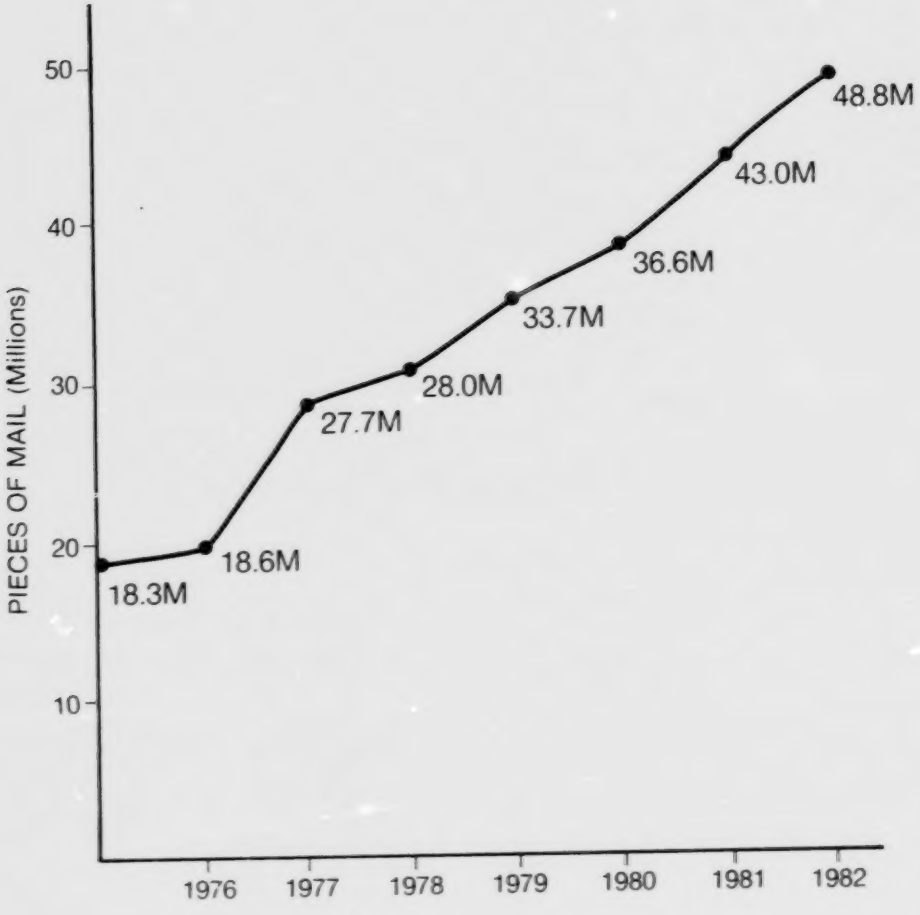
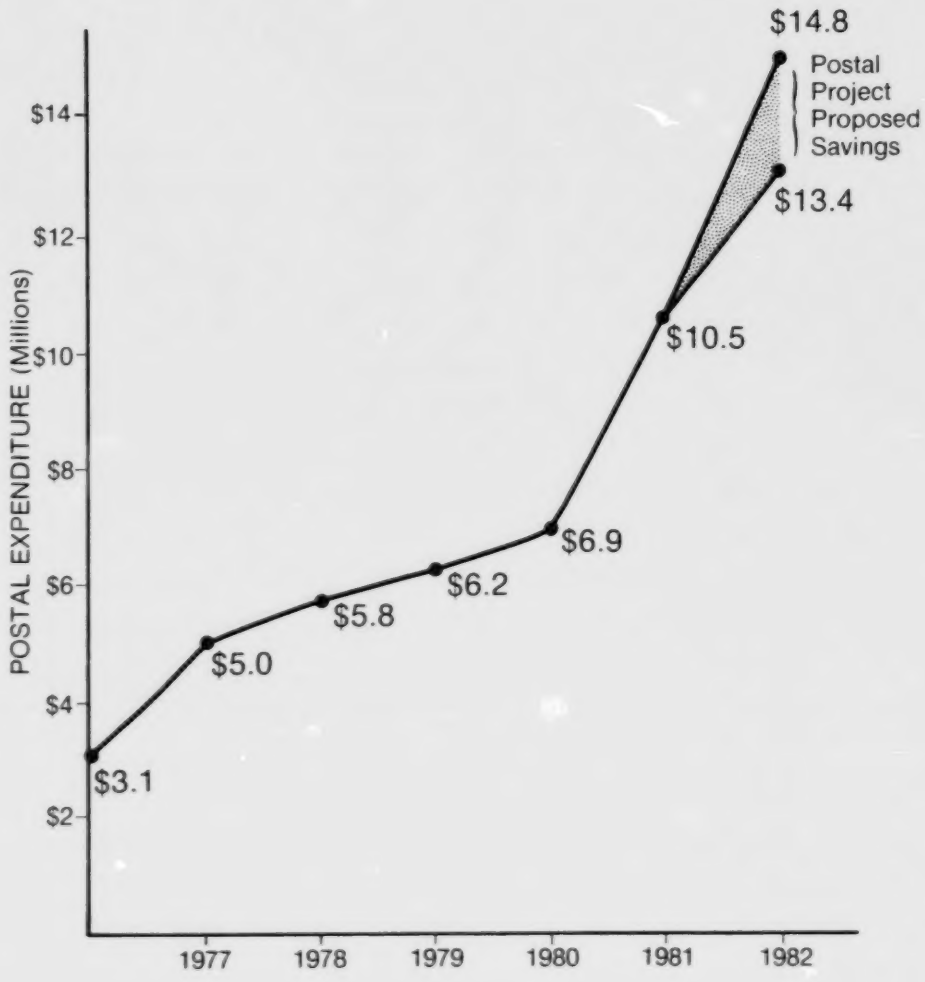


Chart 2

Government Postage Costs



Legislative Library

The Legislative Library operates under the authority of the Legislative Library Act to provide a full reference service to the Members of the Legislative Assembly (MLA's).

MLA's, caucus research staffs, Legislative Assembly officials and press gallery members have priority in the services provided. As long as there is no conflict and time is available, employees of the provincial public service may also use the services for work-related needs. The resources of the library are available to the public either by inter-library loan or (when the Legislative Assembly is not sitting) by direct service. Special arrangements for limited student access have been made with the McPherson Library, University of Victoria.

In addition to its statutory obligation of providing reference service for the Legislative Assembly, the library is also required, under cabinet directive, to supply official bibliographical data for all of the provincial government's publications.

REFERENCE SERVICES

The use of the library by MLA's and their staffs, the officers of the House, and the press gallery again increased during the past year. More than 50 percent of the questions answered by the division came from this prime clientele. It should be noted that this percentage increase does not result from a smaller overall number of reference service requests; the total number of questions also increased in 1981.

In keeping with the policy of maintaining the newspaper index in ten-year blocks, the division closed the 1971-1980 index at the end of

December. The closing has permitted the staff to carry out a number of necessary revisions in the index, especially in the area of subject headings.

The 1971-1980 period was microfilmed in March in order to make it readily accessible to libraries and others and copies of the film are available through Precision Micrographics of Vancouver.

CATALOGUING

The library is continuing to use the University of Toronto Library Automation System (UTLAS) catalogue support system to create machine-readable records and to generate catalogue products, although slow response time and delays in logging onto the system were persistent problems throughout the year.

The Batch Catalogue Support System converstion of 1975-1978 records with International Standard Book Numbers or Library of Congress card numbers was completed as planned in January 1981. The complete conversion of card catalogue records to machine-readable form is one of the library's long-term goals. During the summer of 1981 a study was undertaken with the help of the British Columbian Union Cataloguing project office to estimate the cost of retrospective conversion, using the facilities presently available through UTLAS. The projected cost for complete conversion was 2.2 million 1981 dollars, spent over an 8.5-year period. It was decided that a project of this size could not be justified in a period of government spending restraint.

A recognition of the need to involve public service staff more actively in decisions about catalogue products and in the consideration of long-range plans for bibliographic control led to the formation of the Bibliographic Planning Committee. The committee, made up of representatives from Cataloguing, Reference, and Government Documents, has met periodically since May to discuss problem areas. The committee reports to the Legislative Librarian and to the Assistant Librarian.

An inventory of the collection, the first since 1969, was begun in 1980. The project had to be suspended temporarily because of staff shortages, but the work was resumed in the autumn. It is expected that the inventory will be completed during the first half of 1982.

CATALOGUING IN PUBLICATION

The library continued to participate in the Canadian Cataloguing in Publication (CIP) program for monographic publications. In the fall of 1980 two independent but complementary programs were introduced, expanding the scope of CIP to include categories of materials not eligible for the Canadian CIP program. Full cataloguing data and standard numbers are now provided for serial publications, and standard numbers are assigned only to publications too slight to warrant full cataloguing.

There was a substantial increase in the number of items processed through the CIP programs during 1981. Through the Canadian CIP program, full cataloguing was prepared for 427 monographs, an increase of 95 percent over the 1980 total. Approximately 275 ephemeral items were assigned standard numbers only, an increase of 248 percent over the 1980 total.

A key factor in the growth of the CIP program was the passage of Cabinet Directive 80-2 in August 1980. This directive increased awareness of the program throughout the government. Crown corporations began for the first time to submit publications for CIP, and cooperation from ministries was improved.

The Cataloguing Department met several times through the year with the executive director of Government Information Services, who is responsible of the co-ordination of government publications. Copies of the "Permission to Publish" forms, now required for all government publications, are being sent to the library for use in ensuring compliance with the CIP program and the library's deposit regulations.

ACQUISITIONS AND COLLECTIONS

One of the major problems facing the division — and the library itself — is the ever-increasing cost of books, serials, and microforms. In an attempt to cope with the price rises, the staff examined all subscriptions and standing orders and as a result of the study a number of titles were cancelled.

MICROFORMS

As a result of reorganization of the Central Microfilm Bureau, two staff members who had been seconded to the library for many years were added to the library.

On the recommendation of the Central Microfilm Bureau, the library purchased a second planetary camera to supplement the original equipment, most of which dates from 1947 when microfilming was first undertaken by the library.

GOVERNMENT PUBLICATIONS

The task of acquiring and processing British Columbia government material for the library's own collection and of preparing the Monthly Checklist of British Columbia Government Publications was again one of the major undertakings of the Government Publication Division. The number of individual titles received rose 18 percent from 1,482 in 1980 to 1,745 in 1981 and the number of periodical titles likewise increased by 20 percent.

The combined problems of limited shelf space and rising prices have forced the library to discontinue collecting hard copy documents where microfilm or microfiche can be substituted. The price of the loose sets of the Command and Parliamentary Papers of the United Kingdom, for example, rose some 400 percent in 1981. The subscription has been cancelled and microfiche sets are now being received.

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Government House

Government House is the official residence - and houses the offices - of His Honour the Lieutenant-Governor of British Columbia. Many official hospitality functions are held in Government House. During this period, more than 16,300 guests attended luncheons, dinners, teas, receptions, state balls, garden parties, performances, tours, and presentation/award ceremonies.

In addition to the many activities in Government House, the House staff provided the administration required to support the schedule of official engagements of the Lieutenant-Governor away from Government House.

In February 1982 - at the invitation of His Honour the Lieutenant-Governor of British Columbia - His Excellency the Right Honourable Edward Schreyer, Governor General of Canada, chaired a Meeting of Canadian Lieutenant-Governors and Territorial Commissioners in Government House. This was the first occasion that this meeting has been held away from Ottawa since the 1920's, as well as the first occasion on which the Territorial Commissioners have been in attendance. In addition to the formal sessions and social events, the distinguished visitors were extended hospitality by Royal Roads Military College and the Lester B. Pearson College of the Pacific.

Other distinguished visitors to Government House included Their Graces the Duke and Duchess of Westminster, Mr. L. Shridath S. Ramphal, Secretary-General of the Commonwealth, Dr. Jose Victrino, Secretary of State for Immigration for Portugal, Senator Libero Della-Briotte, Under-Secretary for Foreign Affairs for Italy, and a touring delegation of Parliamentarians of the North Atlantic Assembly.

The Honourable F.L. Jobin, a former Lieutenant-Governor of Manitoba, was a visitor, as was the Honourable C. Irwin McIntosh, Lieutenant-Governor of Saskatchewan, who visited Victoria in March in his capacity as a Senator of Jaycees International for the presentation of the Vanier Awards of the Canada Jaycees' Five Outstanding Young Canadians program.

High Commissioners Lord Moran of Britain, Edward Gale Latter of New Zealand, Dr. Yusufu Musu Maiangwa of Nigeria, and Lieutenant-General Benjamin Ndabila Mibenge of Zambia were entertained, as were Ambassadors J.R. Vanden Bloock of Belgium, Mario Silva-Concha of Chile, Dr. Erich Straetling of the Federal Republic of Germany, Abdo Ali Hamdan Al-Dairi of Iraq, Kiyohisa Mikanagi of Japan, Naboth van Dijl of th Netherlands, Altaf A. Shaikh of Pakistan, Jorge Pablo Fernandini of Peru, Dr. Luis Navega of Portugal, Kaj Bjork of Sweden, and Paul H. Robinson, Jr., of the United States of America.

Consular Officers stationed in British Columbia, representing Britain, France, Italy, Japan, Peru, and Portugal paid courtesy calls on the Lieutenant-Governor, as did the Consul-General for Poland in Toronto.

Other notable visitors included M. Michel Dupuy, Canadian Ambassador-Designate to France, British Columbia Agent General in the United Kingdom and Europe Alex. H. Hart, Burgemeester Wim Polak of Amsterdam, Professors Elie Abel and Lyle Nelson of the Department of Communications, Stanford University, and Dr. Lotta Hitschmanova, Executive Director of the Unitarian Service Committee of Canada.

Military visitors to Victoria from Australia, France and the United States of America were received by His Honour, as were Vice-Admiral J. Andrew Fulton, Commander, Maritime Command, and the Staff and Members of Course XXXV National Defence College (Canada), and a touring delegation of Foreign Service Attaches.

A number of Awards and Presentations took place in Government House. Honours were awarded by the Canadian Corps of Commissionaires (Victoria and Vancouver Island), Children's International Summer Villages, the Dominion of Canada Rifle Association (to the competitors in the National Cadet Smallbore Championships), Duke of Edinburgh's Awards Programme, the Hallmark Society of Victoria, Queen's Venturers, and the Royal Life Saving Society Canada. A luncheon was held in Government House in March to honour the recipients of the 1981 Vanier Awards of the Canada Jaycees' Five Outstanding Young Canadians program.

A January Reception in honour of the British Columbia Heritage Trust celebrated the publishing of Vice-Regal Mansions of British Columbia, a history of British Columbia's Governors' and Lieutenant-Governors' official residences.

Provincial Government employees received Continuous Service Awards at two consecutive evening ceremonies at which 353 employees received certificates recognizing 25 years' service, and 90 employees received gold watches for 35 years' service.

Guests of His Honour and Mrs. Bell-Irving were entertained at Government House concerts presented by the combined choirs of St. Mary's Church, Kerrisdale (Vancouver) and Brighton Junior College (Britain), and the Senior Division of the Delta (B.C.) Youth Orchestra. At Christmas, the traditional program of carols was presented by the Victoria Citadel Band of the Salvation Army.

Several major evening social functions were held in Government House during the Premiers' Conference in August.

During the period, 51 tours of Government House were conducted, affording more than 2,000 people - primarily elementary and secondary school students - an opportunity to see the official residence of the Lieutenant-Governor. Six of the tours involved young people visiting British Columbia with the Open House Canada exchange program.

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Protocol

The Chief of Protocol is responsible for acting or giving advice on matters of protocol and precedence arising within the province and planning and executing visits to the province by the Sovereign, members of the Royal Family, the Governor General, heads of state and government, high commissioners and ambassadors, and other distinguished people.

The province was favoured by a visit from Their Excellencies the Right Honourable Edward Schreyer, Governor General of Canada, and Mrs. Schreyer from February 1 - 6. Their Excellencies spent time in Vancouver, Nanaimo, Parksville and Prince George.

From August 11 - 14, the Province hosted the 22nd Annual Premier's Conference which took place in Victoria and Vancouver.

Eighteen high commissioners and ambassadors visited the province during 1981.

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First Citizens' Fund

The primary objectives of the First Citizens' Fund Administration Branch are to:

- Process applications to the First Citizens' Fund according to the fund's policy and guidelines.
- Co-ordinate the meetings of the Advisory Committee which makes recommendations on all applications to the fund.
- Carry out research and evaluation.

The First Citizens' Fund was established under the Surplus Appropriation Act in 1969.

An Endowment of $25 million was set-up as a perpetual fund which is used to finance grants.

The fund helps support projects and programs that enhance or develop the cultural, educational, economic, recreational life-style and community facilities of North American Indians resident in British Columbia.

The branch prepares progress reports and conducts on-site inspections of projects conducted with authorized grants.

In 1981, there were four meetings of the Advisory Committee which considered 423 applications totalling $10,019,475 and recommended approval of 291 applications totalling $3,936,708. In addition, the ministry authorized the First Citizens' Fund to provide allocations to pay the salary of a program director at each of the 16 Native Friendship Centres which totalled $211,118 for the year.

The fund also contributed to the support of post secondary students in the form of bursaries and Canada Student Loan Repayments. In 1981, a total of $215,441 was allocated in 254 individual awards.

The First Citizens' Fund Administration consists of a director, two project officers, and support staff. During the year a computerized administration system was implemented.

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Finance

This division provides the financial services for the ministry, the Legislature, the Premier's Office, Ministry of Intergovernmental Relations and the Auditor General.

Financial Services has 27 employees and is divided into three sections: Budget and Audit, Accounts, and Payroll.

Budget and Audit Section is responsible for the correlation of estimates, assists in the preparation of divisional budgets, monitors expenditures and provides financial and systems audit services to the ministry.

Accounts Section is responsible for the preparation of expenditure and journal vouchers, the maintenance and control of contracts, and accounting for revenue.

Payroll Section is responsible for the preparation of all payroll data, and distribution of cheques.

The Financial Administration Act, enacted in 1981, has resulted in numerous amendments to the administration and control of the financial affairs of the ministry.

To meet the requirements of this act, new methods and procedures are being studied and designed. A new system for control of spending authority and cash advances has been started. During the 1982/83 fiscal year, Financial Services will start a new financial management reporting system. It is expected that the new reports will be more up-to-date and will provide management with a valuable tool for administering and controlling their available funds.

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Lottery Fund

The branch was established to administer the distribution of net proceeds gained through the conduct of lotteries in the province.

The funds are intended to be used for the benefit of all British Columbians. This objective is approached in two basic ways: through block funding of other grant programs, and through direct Lottery Fund Grants.

During the 1981/82 fiscal year, proceeds available for granting purposes topped $21.25 million. Over $12.0 million of this was distributed by other grant programs as follows:

Cultural programs, (including the B.C. Festival of the Arts)	$3,850,000
Recreation and sports programs, (including B.C. Games)	$4,270,000
B.C. Heritage Trust	$1,250,000
B.C. Health Care Research Foundation	$2,700,000

The branch arranged payment of close to 2,000 direct grants including 1,757 approved under the new Travel Assistance Program. The total actually paid out was over $3.75 million. Commitments toward other approved grants totalled nearly $7.0 million at the end of the fiscal year.

Applications for project grants were down some 70 percent from the previous year to 421, presumably reflecting the economic situation. Travel grant requests were almost the same -- 2,676 -- compared with 2,718 the previous year.

DIRECT LOTTERY FUND GRANTS (excluding travel)

Grant--Thousands of $	Number of Grants	%	Total $	%	Average Grant Amount
Under 10	113	66.5	$ 344,147	11	$ 3,045
10 — 25	28	16.5	404,021	13	14,429
25 — 50	13	7.6	506,229	16	38,941
50 —100	10	5.9	587,000	19	58,700
100 --500	5	2.9	630,439	20	126,088
Over 500	1	.6	666,700	21	666,700
Total	170	100	$3,138,536	100	$18,462

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Personnel Services Branch

The Personnel Services Branch supplies personnel administration services to the Premier's Office, Ministry of Intergovernmental Relations, and the Ministry of Provincial Secretary and Government Services, excluding the Public Service Commission and the Government Employee Relations Bureau.

The activities of the Personnel Services Branch complement those of the Public Service Commission, Government Employee Relations Bureau, and Treasury Board staff whose policies directly influence personnel administration. The functions carried out on behalf of the client ministries involve the coordination and supervision of labour relations, organization and classification analysis, recruitment and selection, staff training and staff safety.

The 1981-82 fiscal year was highlighted by several new developments.

The branch recruited its first full-time staff training and safety officer. The development of an effective training and safety program should be of tremendous assistance to managers, supervisors and other employees as the ministry attempts to upgrade the quality and skills of all levels of staff within our very diverse ministry.

During the 1981-82 fiscal year, fewer than 50 tuition subsidy assistance payments were made, reflecting low funding rather than lack of need or demand for training. Personnel Services received far more requests for training and consultation from managers and supervisors than it was possible to provide, given the limited resources allocated to this activity.

By fiscal year-end, the branch had begun recruiting for its first full-time manager. This position is expected to play a vital role in streamlining office systems to achieve faster recruitment, classification and labour relations action. The branch acquired several word processing stations and a printer and has begun programming of this equipment. Substantial service improvements are expected once the equipment is in full use.

Another improvement was the introduction of a ministry classification committee initially comprised of several Personnel Officers with a Government Employee Relations Bureau representative as an ex-officio member. This process speeds-up classification reviews and will result in more fair and consistent application of the classification system.

More than 550 people were recruited in 1981-82. This represents both permanent staff and temporary appointments. The many stages of recruitment from initial receipt of documentation from client branches through the actual selection of staff and processing of pay action forms and other implementation documents, use a major part of personnel services' available resources.

By year end, the branch provided personnel services to a work force of more than 1,000.

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Planning and Analysis

The Planning and Analysis Branch was established in 1981 to provide planning and analytical support services to the ministry executive and to assist branches as required.

The nature of the work is project oriented and covers the following range of activities:

- Policy Planning and Analysis
- Program Evaluation
- Legislation
- Information Systems Development
- Word Processing Services
- Operations Review

The branch undertook three major projects in the 1981/82 fiscal year:

1. A government wide study into records management policies and procedures.
2. A review of the mailing list system used for government publications.
3. A review of Postal Services Branch operations, equipment, organization and staffing needs and the introduction of cost saving measures to take full advantage of new Canada Post volume discounts.

The results of the records management study recommended the establishment of a comprehensive records management program including a records centre for the Victoria area. The study was endorsed by Treasury Board and funding was provided for the 1982/83 fiscal year. Costs in excess of $0.5 million per year will be avoided by implementing the new program.

With reference to the mailing list system, a major overhaul of the existing system was recommended. A new system was designed and implementation will begin in the 1982/83 fiscal year. The major advantages of the new system will be to minimize multiple mailing and to provide a more responsive and effective system to user ministries.

The review of the Postal Branch and the introduction of measures to achieve economies in postage costs will also continue into the 1982/83 fiscal year. Improvements to the mailing list system, the introduction of automated mailing equipment, and the pre-sorting of volume mailings will result in avoiding costs in excess of $1.2 million for 1982/83.

The branch is also involved in the area of office information systems, and in particular, the rapidly expanding word processing field. Advanced office systems expertise and training services are provided to other branches by Planning and Analysis staff.

Additional projects of the branch include: Financial Systems Development, an Inter-ministry Task Force on Seniors, and an Ergonomics Study.

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Recreation and Sport Branch

The main goal of the Recreation and Sport Branch is to encourage the provision of recreation and sport opportunities for British Columbia residents. This is done by providing program and policy advice to the minister and providing financial assistance and advisory services on behalf of the provincial government to 100 provincial sport and recreation associations and 400 community recreation agencies.

Programs cover four main areas:

- Community Facility Assistance
- Volunteer Leadership Development
- Individual Recognition and Skill Development
- Organization Support and Provincial Coordination

The Facilities Program assists with the development and design of recreation and sport facilities. The Volunteer Staff and Leadership Programs assist with the training of volunteer and professional staff who help organize programs to provide specific opportunities. The Individual Recognition and Skill Development areas provide special support for those reaching up to and beyond provincial levels of excellence, while the Organization Support and Provincial Coordination contains our "nuts and bolts" support for the administration of organizations and encourages improved planning and coordination leading to more effective functioning of this multimillion dollar system.

COMMUNITY FACILITY ASSISTANCE

The Recreation Facilities Assistance Program committed $6,400,000 to help build 92 facilities across the province on a cost-shared basis. The program moved to separate offices and has since been suspended as part of the fiscal restraint program. However, essential advisory services

will be continued to help communities make additions or modifications to their existing facilities. In the course of the year, the Facility Advisory Unit produced 21 design Techkits, answered 226 enquiries and published three major design documents: A Development Guide for Indoor Racquet Sports, A Disabled Access Guide and a Theatre Handbook adapted from an Alberta document.

VOLUNTEER LEADERSHIP DEVELOPMENT

Working with recreation commissions and provincial sport and recreation associations the branch helped train:

4,810 coaches	in 305 courses
7,045 officials	in 475 courses
1,200 administrators	in 55 courses
735 instructors	in 51 courses
1,697 volunteers	in 9 courses

A further $160,000 was provided through Special Project Grants to 165 community projects to help train volunteers and introduce new program ideas. A Recreation Commissioner Handbook was produced to assist appointed commissioners and three regional training projects of fitness leadership and pre-school leadership were held in Prince George, Kamloops and Courtenay.

A first draft was completed of Volunteer Leadership Development Strategy Document that would improve the awareness and ability of volunteers to access volunteer training programs.

Perhaps the most significant advance in the year was the successful field testing of the B.C. SportsAid Program. This program is designed to train volunteers in injury prevention, first aid, taping, etc., so that our gymnasia and playing fields are safer places for play.

Incentive Program and another 43 positions received continuing assistance. The establishment of the first Regional Recreation Coordinator of the Queen Charlotte Islands and the first Regional Recreation Coordinator of the Disabled in Victoria, were two major achievements.

The Provincial Leisure Development Course now attracts some of the most outstanding instructors in North America and a full capacity class of 41 recreation leaders attended this one-week, live-in session in Kamloops. In sport, 12 Development Coordinators were provided to extend sport to all areas and groups within the province at a total program cost of $500,000. Subsidies totalling $715,800 were paid to 37 provincial associations to cover part of their staff costs in coordinating some 100,000 volunteers who help provide recreation and sport participation opportunities in all areas of B.C.

INDIVIDUAL RECOGNITION AND SKILL DEVELOPMENT

Twelve thousand players and athletes were involved in Provincial Team Training Camps at a cost of $262,000. Athlete assistance programs helped hundreds of individuals: of 300 applicants for Nancy Greene Scholarships 26 were awarded, 500 high school athletes were subsidized at $100 per athlete to attend the B.C. School Sports Development Camps.

Eleven athletes won the Premier's Athletic Award and 240 athletes benefitted from our High Performance Athlete Assistance Program which, for the first time, included disabled athletes. With the cooperation of the Ministry of Universities, Science and Communications approximately 620 students were given B.C. Athletic Awards of $1,000 per person.

The Run-Walk-Cycle-Swim-Skate program attracted 3,000 participants seeking awards for completing certain distance goals. Grants of $36,950 were given to the Royal Life Saving Society and

$75,200 to the Red Cross Society to help provide swimming and lifeguarding training to 112,500 individuals.

The twice annual B.C. Games involved 130,000 athletes in play-downs leading to the final events in Comox/Courtenay and Trail. The Northern B.C Winter Games received a grant of $50,000 and Operation Track-shoes ($11,000 granted) involved 700 mentally retarded individuals in this annual event in Victoria.

Branch staff were deeply involved in organizing the 300 B.C. athletes who attended the Canada Games at Thunder Bay. Sound organization and high team spirit has made it easy to conclude that British Columbia is on its way to reclaiming national prominence in sport.

The establishment in B.C. of four National Training Centres, for rowing, soccer, field hockey and middle distance running through the joint efforts of provincial and national sport governing bodies, B.C. universities and the federal and provincial governments set a precedent. This was accomplished in part through the creation of B.C.'s Road to the Olympics Program that will capitalize on the potential to attract pre-Olympic visits of national teams to B.C. prior to the Los Angeles Olympics.

ORGANIZATION SUPPORT AND DEVELOPMENT

Totalling $330,000 Provincial Association Administrative Grants were provided to 77 organizations to help cover administrative expenses. The B.C. Administrative Centre for Sport, Recreation and Fitness, Vancouver received another $250,000.

A total of $40,000 for Recreation Master Plan grants was approved. The Discovery Kit, designed to help communities evaluate and improve their abilities to provide recreation and sport opportunities, was completed. The first planning exchange meeting of the four key

umbrella groups — the B.C. Recreation Association, Sport B.C., the Outdoor Recreation Council and B.C. School Sports was hosted.

The branch's inter-ministerial efforts in the area of fitness, resulted in the Ministry of Health adopting a strong position in implementing fitness objectives and the Ministry of Education continuing its policy of daily physical education.

The highlight of the year was our minister's hosting of the Federal-Provincial Sport and Recreation Ministers' Conference in Vancouver where significant progress was made on matters ranging from a National Recreation Statement to revisions in support programs for high performance athletes.

This year, the branch completed the first complete compendium of the 70 B.C. acts that include references to recreation and undertook special initiatives as part of the International Year of the Disabled. These included a special report of the state of sport integration for the disabled, a provisional discussion paper on provincial development of sport and recreation for the disabled, and a review of resource materials in this theme area.

The branch made some changes to create a more streamlined organization. The executive was reduced from six to four and positions were redeployed to more adequately deal with volunteer leadership development and continued advisory services relating to facilities and recreation planning.

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Cultural Services

Cultural Services Branch acts on behalf of government to stimulate and encourage the creation, performance and appreciation of the arts in British Columbia, as well as the preservation, conservation and appreciation of cultural and historic objects in museums.

The branch administers several financial assistance programs including community activities, professional performance, touring, skills development, and cultural industries. It also provides advisory and consultative services to the arts community, while increasing the awareness of cultural development for all citizens of the province in various ways.

The branch is responsible for facilitating government support, maintaining communication and liaison with the arts community, with national and other provincial arts agencies and with other provincial bodies involved in arts.

One of the major responsibilities of Cultural Services Branch is the administration of the British Columbia Cultural Fund which provides assistance to the major professional arts groups, and community arts councils, and provides scholarships, bursaries and individual awards. It is a perpetual endowment fund with the annual interest being used for grants.

Since 1975, interest from the fund has been augmented by revenues from the B.C. Lottery Fund, which now accounts for over 65 percent of all monies allocated in this area.

More than $3.5 million was granted to major professional arts institutions and organizations in the field of music, dance, theatre, crafts, visual and literary arts during 1981 on the recommendation of

the British Columbia Arts Board, a 15 member committee appointed by the minister, representing all regions of the province and all disciplines of the arts.

NEW PROGRAMS

A new $1.0 million program was initiated this year to subsidize the operating costs of museums which provide a major service within their community and which are accessible to the public on a regular basis. This program represented a consolidation and expansion of previous museum funding programs, and parallels current funding for art galleries.

The program is designed to encourage and assist the preservation and protection of our provincial heritage and offers an incentive to increase quality and service standards.

Planning started this year for the British Columbia Festival of the Arts which will involve more than 100,000 British Columbians and will feature the best amateur artist of the province. Cultural Services staff assisted in the planning of this program which is now administered by a separate external body.

The Festival, aimed at stimulating enthusiasm and participation at the community level, will be held in Kamloops in June, 1982, and will represent the efforts of many volunteers throughout the province. It will also provide a prestigious focus to highlight the impressive range of young talent found in our province. Competitions will include the areas of dance, voice, music, visual arts and film.

The branch also initiated the Interest Subsidy Program to assist provincial publishers. This loan-interest subsidy was introduced to help offset the competitive advantage of other Canadian publishers and promote financial stability within B.C.'s publishing industry.

A new program known as "Artists in Residence" was introduced as a companion to the current assistance provided for artists performing in

schools. Under this program, artists and schools combine to provide arts awareness, knowledge and enrichment for both students and teachers.

This year also saw the development of the National Opera Training Centre in Victoria. This centre will provide advanced training for young singers who have completed their academic studies, and are about to begin their professional careers. The centre, which receives grants from the Canada Council and the Province, is the first national institution for cultural training to be established in British Columbia.

SPECIAL PROJECTS

The British Columbia Art Collection catalogue was published coinciding with the opening of the largest-ever exhibition of the collection held in the Robson Square Media Centre. This exhibition included over 100 pieces representing several artistic media selected from the more than 750 items in the collection which is normally on display in public areas of provincial government offices.

Another exhibition, "B.C. Presents...", a show of contemporary artworks selected from B.C. Art Collection, was shown during "Canada Days" at the Burmingham (England) Festival.

For the first time in its 10-year history, the Association of Television and Radio Artists (ACTRA) held its annual awards ceremonies outside of Toronto in Vancouver. Cultural Services Branch assisted in this nationally televised event which involved many well-known British Columbian artists.

Many workshops and seminars were organized, including a series of workshops by Alvin Reiss, editor of Arts Management Newsletter, on "How to Identify and Reach Your Public" held at various locations.

Reiss, an acknowledged expert in the field of arts marketing, also prepared a special paper on the subject for inclusion in the branch publication, Arts Advisor, to assist arts organizations in future planning.

ANNUAL ACTIVITIES

In addition to Arts Advisor, the branch published four issues of its newsletter, Arts B.C., as well as the annual Programs Brochure, and Grants, Awards and Subsidies, which lists and explains every grant and award made by the branch during the previous fiscal year.

During the year, the consolidation and restructuring of the branch continued, moving or adding staff to administer the new Museums Assistance Program, Consulting Services, and Program Development and Administration.

Consulting Services is responsible for providing assistance in the areas of professional, community and regional support, skills development, and cultural industries, as well as providing advisory and consultative services to all clients.

Program Development is responsible for branch research, programs and policy development, publications, finance and administration.

During 1981, 222 young British Columbians from more than 42 communities were granted more than $200,000 to help them study fine arts under the Scholarship and Bursary program. Assistance is available in the areas of music, dance, theatre, visual arts, arts administration, crafts and creative writing for study at institutions anywhere in the world.

This year, 22 Special Merit Awards were granted for the first time to students who applied in the winter study category. They were provided additional assistance, over and above their normal awards, as special recognition for "outstanding talent and exceptional promise".

Only one of the five Professional Study Awards available in all disciplines was given this year. This $5,000 award went to coloratura soprano Leslie Allison of Coquitlam to undertake intense professional coaching in Vienna with one of the world's formost coloratura sopranos, Madame Rita Streich. These awards are provided to assist

professional training programs undertaken by students who have completed their formal studies and who are about to embark on a professional career.

Direct assistance of almost $430,000 was provided to a network of 78 community arts councils throughout the province, to support local and amateur arts activities. This assistance is provided on the basis of population served, and matches funds provided by local government and other revenue earned through local projects.

Assistance was also provided to local communities under the Arts Resource Touring Subsidy (ARTS), which helps communities outside the principal population centres to hear, see and enjoy major performing artists. Support this year was provided to 40 communities and involved over 200 events.

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Heritage Conservation Branch

The purpose of the Heritage Conservation Branch is to carry out the responsibilities of the Heritage Conservation Act with its overall direction to "encourage and facilitate the protection and conservation of heritage property in the province." The branch also provides support services to the British Columbia Heritage Trust and the Provincial Heritage Advisory Board.

A major priority in 1981 was the Barkerville Restoration program which, now in its second year, provided several new services, including fire protection, water and sewer systems, in the Barkerville Historic Park.

During the year, the Provincial Heritage Advisory Board met four times. The board visited Revelstoke, Williams Lake, Burnaby and Victoria, and made recommendations to the minister on a number of provincial heritage matters. The board made a special, on-site visit to the Cascade Wilderness area to hike on its historic trails.

One of the major accomplishments of the 1981 heritage program was the recognition by the World Heritage Committee of Anthony Island in the Queen Charlotte Islands as a World Heritage Site. Further conservation work was undertaken at Ninstints Village on Anthony Island during 1981.

PLANNING, RESEARCH AND INTERPRETATION DIVISION

The division has three major functions: heritage planning, research and interpretation services.

The Planning Section in the past year coordinated work on several site concept and master plans, including the Barkerville Masterplan, currently nearing completion, the Keremeos Grist Mill Master Plan,

Craigflower Schoolhouse Masterplan, Anthony Island Park Management Plan, and O'Keefe Ranch Concept Plan.

The Research Section assists the branch in site planning, restoration and heritage inventory, as well as providing services to the Provincial Heritage Advisory Board. In 1981, research reports were completed on the Quintette Tunnels near Hope, the Pandosy Mission near Kelowna, the South Cowichan Lawn Tennis Club near Duncan, the Beach Acres Holiday Resort in Parksville and the C.P.R. Roundhouse in Vancouver. Also, a documentary site history was completed for Cottonwood House Historic Park and another one, for Ruckle Park, is nearing completion. To guide restoration and development decisions, research reports were prepared for several buildings at Barkerville, notably the Chi Kung Tong, Yan War Store, Eldorado Dancing and Billiard Saloon and the Richfield Court House.

In order to increase public awareness and understanding of British Columbia's heritage, the Interpretation Section published four issues of Datum, two occasional papers and the branch annual research report. It also oganized and sponsored three heritage seminars, and printed revised Stop-of-Interest Plaques Guide and historic house brochures. The Regional Advisors Program improved its services through the fabrication of a prehistoric artifact kit available on loan to advisors for lectures, workshops, and school visits. The Resource Information Centre added over 1,000 volumes to its collection and enhanced information services to the general public. Finally, draft policy guidelines for commemorative plaquing were prepared to guide provincial programs of heritage commmeration and roadside interpretation.

RESOURCE MANAGEMENT DIVISION

During the year the division's Impact Assessment Program issued 35 ministerial orders and three permits under the Heritage Conservation

Act. As well, a total of 1,200 development projects were screened. A major archaeological excavation was initiated in the Slocan Valley in conjunction with the Ministry of Transportation and Highways. Smaller excavations designed to mitigate impacts were undertaken at Duncan, Haney and on the shores of Columbia Lake. The Impact Assessment Section also completed two major projects: a branch position paper on the Peace River Site C hydroelectric project, and Guidelines for Heritage Impact Assessment in B.C.

The Inventory and Evaluation Section completed major resource inventory projects in the Fraser River Estuary, The Slocan Valley and the Kispiox area. A total of 422 heritage sites were added to the provincial inventory. Completed historic inventories included a study of British Columbia Buildings Corporation heritage structures and an inventory of heritage schools in the province. A major capability mapping project was undertaken, and Guidelines for Evaluating Archaeological Resources was completed.

During the year, the division became responsible for the maintenance of branch heritage properties; currently five historic houses in the Victoria area. The division was involved in the preparation of the Anthony Island Park Management Plan. In conjunction with the Ministry of Lands, Parks and Housing, the branch developed a public interpretation facility at Petroglyph Park near Nanaimo. Highlights of this project include major trail upgrading, conservation work and interpretive signs. Eleven "casts" of petroglyphs have been provided which will allow the public to take "rubbings" from the casts rather than from the originals.

RESTORATION SERVICES DIVISION

The division supports the branch's goal through its professional and technical services working towards better understanding and public awareness of our architectural heritage. Divisional programs include

supplying information to municipalities, groups and individuals, assistance with restoration of buildings and sites, and area conservation and revitalization.

During the year the division responded to 16 requests for professional assistance and advice on heritage conservation from municipal authorities throughout the province. The restoration of five buildings was completed, eight other restoration projects are in hand and stabilization projects are currently underway on a further six buildings. Consultant reports have been received on subjects ranging from project feasibility to planning stabilization and restoration. Of 12 reports that were initiated in 1981, eight have been completed. Area revitalization projects are underway in Armstrong, Nanaimo, Nelson, New Westminster and Rossland. At Barkerville Historic Park stabilization and restoration was conducted on some 15 buildings including most notably the Richfield Courthouse, Mrs. Hauser's House, and the Abandoned Miner's Cabin. The reconstruction of the Lung Duck Tong is nearing completion and will provide a fully operational Chinese restaurant in June 1982.

During the year 1981, the Capital Works Contract totalled slightly in excess of $2,400,000 -- most of which was for the restoration of Barkerville Historic Park, while during the same period, the B.C. Heritage Trust Capital Works Contracts totalled slightly in excess of $270,500 for stabilizing and/or restoration of buildings which include Hat Creek Ranch House, Craigflower Schoolhouse and the Keremeos Grist Mill.

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Provincial Archives

The Provincial Archives is responsible for acquiring, organizing and making available to researchers written, visual and sound records relating to the history of British Columbia.

Activities are divided into three programs: Archives and Library, Audio and Visual Records, and Administration. After a minor reorganization in the autumn of 1981 the Archives and Library program includes the Manuscripts and Government Records, and Library and Map divisions, as well as the activities of the Archives Advisor, while the Audio and Visual Records program includes Visual Records, which unites the former Historic Photographs and Paintings, Drawings and Prints divisions, Sound and Moving Images, the Photography Laboratory and the Conservation Laboratory.

REFERENCE SERVICES

All the collections were open to the public from 8:30 a.m. to 5:00 p.m. for a total of 250 week-days during the year. The reference room was also open to researchers holding passes on Saturday and Sunday afternoons, as well as on week-day evenings. During the 360 times the research facilities were open, 2,892 registered researchers made a total 9,389 visits to the Provincial Archives, a daily average of 37.5.

PUBLIC DOCUMENTS COMMITTEE

The Public Documents Committee, established by authority of the Document Disposal Act, is required to consider the applications of all ministries to dispose of their unneeded records, and to recommend to the Executive Council or the Select Committee on Public Accounts and Economic Affairs whether they should be disposed of or retained.

The Provincial Archivist is an ex-officio member, and presently chairman, of this committee which met five times to consider 127 records disposal applications submitted by 13 ministries. An archivist in the Manuscripts and Government Records Division acts as secretary to the committee and all archivists of that division were kept extremely busy with a wide range of activities concerning document disposal requests. To be precise, five archivists held 382 meetings, made 1,690 telephone consultations and wrote 321 letters and memoranda in relation to the responsibilities and activities of the Public Documents Committee.

MANUSCRIPTS AND GOVERNMENT RECORDS DIVISION

New manuscript accessions totalled 74 units filling 22.8 linear metres of shelf space, while 139 units of manuscript microfilm were catalogued and 24 finding aids, totalling 129 pages, were produced. Collecting trips were made to Vancouver and to the Kootenays and the Cariboo, including Barkerville. Major accessions include papers relating to the B.C. Electric Railway Company, cattle ranching, Indian affairs, music and the late Robert Strachan.

One of the highlights of the year was the opening of the papers of the late Major F.V. Longstaff, 1878-1961, the distinguished Victoria collector, scholar and naval historian, which had been closed since his death.

A major development in government records during the year was the vast increase in holdings of material related to natural resources which was accessioned and catalogued. Twenty-two metres of records of the Fish and Wildlife Branch from the 1940's and the 1960's, 113 microfilm reels of Parks Branch records, 15 metres of records relating to hydro electric dam building in the 1950's and '60's, 220 metres of lands files, 16.2 metres of Land Settlement Board records, and 44 units of Ministry of Forests records, give some idea of the extent and variety of recent accessions in this field alone.

Such significant accessions have filled the Provincial Archives to maximum capacity and made it necessary to store an increasing quantity of records of historical significance in warehousing outside the building.

LIBRARY AND MAP DIVISION

The Library collects books, pamphlets and periodicals relating to the history of British Columbia, as well as professional archival literature and reference works. During the year acquisitions included 1,912 books, pamphlets and ephemera and 730 microforms. It now holds 23,475 book titles, 36,377 volumes and 15,613 pamphlets in 19,379 volumes.

Microfilm of the weekly newspapers of the province more than two years old was transferred from the Legislative Library at the beginning of the year.

The Map Collection contains topographic, hydrographic and thematic maps, survey sketches, architectural plans, ship and engineering drawings, fire insurance plans and atlases. More than 4,000 maps were acquired during the year. The Map Room received 562 researchers and answered 112 reference enquiries, while 3,400 negatives and slides of maps were ordered and approximately 1,000 prints were prepared.

ARCHIVES ADVISOR

The Archives Advisor made 60 visits to museums, archives, municipal governments and historical societies as well as directing two Archives Internship programs in Victoria (attended by thirty people) and delivering 22 talks and workshops in all regions of the province, including Atlin. He also prepared and coordinated a series of nine workshops for students hired by museums and archives under the Provincial Youth Employment Program.

VISUAL RECORDS DIVISION

Noteworthy acquisitions included the Jim Ryan Collection of news and journalistic photography, 1945-1980, the George Allen

Collection of aerial photographs of the province and of early Vancouver views, and an album of 160 prints of the B.C. Royal Commission on Indian Affairs, 1913-1916. Revenue from the sale of photographic prints amounted to $13,570.89.

Ninety-three items were added to the Documentary Art Collection, which now includes 4,957 works. Revenues from the sale of prints and photographic reproductions totalled $24,759.47. An outstanding gift was an oil painting by Emily Carr, presented by members of the Cridge family.

Three exhibits drew a record 29,975 visitors to the Emily Carr Gallery of the Provincial Archives on Wharf Street. The exhibits were, "Emily Carr in the Queen Charlotte Islands, 1912," "The Modern Room," a partial re-creation of the 1932 Island Arts and Crafts Society exhibition, with Edythe Hembroff-Schleicher as the Gallery's first guest curator, and "Emily Carr: Teacher and Craftswoman."

The gallery in the provincial Archives Building exhibited "The Crease Family Archives -- a record of settlement and service in British Columbia" for which an illustrated catalogue was published.

SOUND AND MOVING IMAGE DIVISION

As a result of archival motion picture film being included among the division's responsibilities, several important collections of film, both government and private, were acquired, and 438 film units have now been accessioned. A significant accession in the field of sound was the archive of British Columbia's first recording studio, Aragon Records (1945-1971).

Four issues of Sound Heritage were published during the year and the 1,676 subscriptions together with bookstore sales generated $36,614.47 in revenue.

Staff of the division gave eight oral history workshops in a number of places in the province, including Williams Lake, Nanaimo, Vancouver and Victoria.

PHOTOGRAPHIC LABORATORY

Orders filled during the year numbered 1,164, representing the production of 13,227 black and white prints, 2,889 negatives and 3,214 colour transparencies. At the same time, staff were able to reduce the time of delivery on orders received from the public from an average of two weeks to three days.

CONSERVATION LABORATORY

The equiping of the new Conservation Laboratory continued throughout the year, interrupted only by the resignation of the first conservator and the appointment of his successor. A survey of all collections requiring conservation treatments was made and an arrangement concluded to utilize the fumigation chamber of the Provincial Museum for all new acquisitions requiring fumigation. One important function of the laboratory has been the testing of papers, including paper storage containers, for destructive acid levels. Advice and assistance has been given to a number of ministries whose working records have received accidental damage during the year.

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Library Services

The Library Services Branch operates under the Library Act to "promote and encourage the establishment and extension of library services throughout British Columbia."

In working towards these objectives, the branch recognizes that library services are essentially local services and provincial assistance is designed to reflect local priorities and programs. Within this mandate the branch works in partnership with local levels of government, local public library boards and library organizations.

Branch programs are a mix of grants and direct services to individuals and libraries. They include:

- grants to public libraries to assist in the purchase of library materials;
- special purpose grants for individual projects;
- "books-by-mail" services to isolated individuals;
- an Audiobooks service which produces and distributes materials for people unable to use conventional print;
- field offices which provide technical support and consulting services to smaller libraries.

There is one federated library system, four regionally-organized libraries, 16 municipal libraries, 44 public library associations and 20 reading centres in British Columbia. It is the responsibility of the Library Services Branch to administer the Library Act which provides the Legislative basis for these 86 independent organizations.

REVIEW OF 1981/82

Provincial grants to public libraries rose from $3,414,257 to $5,522,599 in 1981/82. $4,000,000 was designated for the purchase of books and other library materials and was allocated on a per capita basis.

Providing library service in sparsely-settled rural areas creates additional costs and additional grants calculated at $8 per square mile were made available to the four regionally-organized libraries to support their services.

Public Libraries began to draw upon the Provincial Computerization of Libraries Fund and grants were made to: Vancouver Island Regional Library, Cariboo-Thompson Nicola Library System, Okanagan Regional Library, Greater Victoria Public Library, Richmond Public Library, Vancouver Public Library. Grants from this Fund in 1981/82 totalled $663,627.

In recognition of the International Year of Disabled Persons a system of free distribution of taped books through the province's six largest public libraries was instituted. These taped books are produced by the branch's Audiobooks production unit and were formerly sold on a non-profit basis. The new system will ensure local access to these books by more than 75 percent of the province's citizens, as well as providing free deposit collections and direct mail services to smaller communities and rural areas.

The Minister's Library Advisory Council met seven times in 1981/82 in carrying out its task of monitoring the provincial library scene and advising the minister.

BRANCH OPERATIONS IN 1981/82

The Open Shelf continued to serve as a mail-service library to individuals and as a backup to smaller public libraries. In 1981/82 it provided:

- 21,524 books to 2,698 isolated individuals including 566 Correspondence Branch students;
- 7,635 interlibrary loans;
- 246 blocks of multilingual books to 17 libraries.

The Victoria-based collection grew to 118,711 volumes and the multilingual pool to 12,950 volumes.

The Branch's regional offices in Dawson Creek, Prince George and Cranbrook provide technical services to 11 Reading Centres and 25 Public Library Associations in their service areas. On behalf of these libraries 16,673 volumes were purchased and processed and the branch's own collection in the field grew to 207,949 volumes.

The Audiobooks Unit in Burnaby produces and distributes taped books for libraries within B.C. and operates a Canada-wide sales program. In 1981/82 it experienced significant growth. The number of cassettes distributed province-wide more than doubled to 29,008 and 302 titles were recorded. The national sales program also grew from 37,500 cassettes to 45,766 in 1981/82. Rotating collections were provided to 22 libraries and seven health care institutions.

Audiobooks staff were active in a number of International Year of the Disabled activities, most importantly managing a project which placed 245 playback machines in public libraries throughout the province.

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Provincial Museum

INTRODUCTION

Two events stand out for the year: The donation by Mr. and Mrs. F.C. Reif of a stunning collection of Haida carvings in argillite, now exhibited in the new Argillite Gallery, and the expedition to the Brooks Peninsula aided by the Friends of the Provincial Museum which resulted in a successful attempt by many scientists from western Canada to answer questions about British Columbia's prehistory. Also a new visitor record was set for the museum with over 1,400,000 recorded in 1981.

AQUATIC ZOOLOGY

A major project was the publishing of the museum's 39th title in the handbook series, this one on the popular sea stars, or starfish, found in our waters. Work was done on endangered fish species in the Interior.

ARCHAEOLOGY

Among the highlights of the year was field work in the major multi-disciplinary project on the Brooks Peninsula on the west coast of Vancouver Island. In addition to locating archaeological sites, the archaeology division made major contributions to understanding the environmental history of this area which seems to have been an ice-free refugium during the last glaciation. Work continued in 1981 on archaeological research in the far northern interior of British Columbia with excavation of a prehistoric site (Ig Sk 8) at Muncho Lake, testing at Hudson's Bay Company's Fort Halkett, and the survey and recording of additional sites in the area. Both the Brooks Peninsula and Muncho Lake projects were generously supported by the Friends of the Provincial Museum. Division staff also participated in an expedition to the Ninstints Village site on Anthony Island (recently declared a world

heritage site by UNESCO) that was devoted to arresting the decay of its magnificent totem pole and house remains.

BOTANY

More than 7500 specimens were added to the collection, putting the present total in the herbarium at 112,500. A brochure and guide to the Native Plant Display gardens was printed. New plants were collected for replacing the garden stock, and propagation was continued at the nursery with seed and transplants. Plant identifications were made for the general public and outside agencies such as the Poison Control Centre, the Ministries of Environment, Forestry, Agriculture, and Health. Numerous public talks, field tours, and demonstrations were given throughout the province.

ENTOMOLOGY

Major steps were taken to improve the public profile of entomology in the British Columbia Provincial Museum. Much time and effort was directed also towards developing entomology in the museum's exhibits. The planning of the fresh-water exhibit in the main gallery was a major task in 1981. As in 1980, numerous lectures and guided field trips were organized for the public. A varied selection of research projects complementing the collection, exhibit and lecture programs continued, with the interdisciplinary expedition to the Brooks Peninsula being the most significant. Publications grew out of several completed projects and other books and papers remain in preparation.

ETHNOLOGY

Major events were the opening of several exhibits, the most significant the new display of argillite carvings which include pipes, bowls, totem poles, plates and figure groups carved by Haida Indians. The core of the collection is the 111-piece donation to the museum by the Vancouver connoisseurs, Mr. and Mrs. Francis C. Reif, the most

comprehensive private collection of argillite known. In November, our internationally acclaimed exhibit, The Legacy, opened to its first North American showing at the Museum of Anthropology on the University of British Columbia campus. In November the Provincial Museum hosted a travelling exhibit created by the national Museum of Man, Ottawa, entitled The Hunt Family Heritage. More that 400 guests crowded into the ceremonial house, located beside the museum, to witness traditional songs and dances belonging to the Hunt family.

LINGUISTICS

During the year the division welcomed Professor Bruce Rigsby, University of Queensland, as its Research Associate. Dr. Efrat continued commitment to the Nootkan language family with further research into the Ahousat and Hesquiat dialects. The Hesquiat ethnobotany, co-authored by Dr. Nancy Turner, is in press. Four lectures were given in the Newcombe Auditorium on "Communications" and talks on the native languages of the province were presented to visiting groups from Lewis and Clark College and the Los Angeles Craft and Folk Museum. John Thomas, a Nitinaht speaker and language consultant, was part of the division's presentation on International Museums Day.

MODERN HISTORY

Staff of the modern history division made significant progress during 1981 in overcoming several problems related to collections management, including clothing and textile storage, procedures for handling collections, and cataloguing. Three large-scale, temporary displays were prepared in 1981 with historical themes on firefighting, antique curios, and woodworking art in British Columbia. Several important additions were made to the industrial history displays in the main galleries. Considerable activity occured in preparing publications and

participating in learned conferences. Much effort was directed at advising community and specialized museums.

VERTEBRATE ZOOLOGY

To minimize the necessity of the museum directly collecting specimens, efforts were made to strengthen contacts with government agencies and some private individuals, to acquire specimens found dead, such as road kills and confiscated specimens. These contacts yielded valuable specimens, including a mountain caribou, many small birds, wolves, cougars, and others. We also initiated a program through the Fish and Wildlife Branch, Ministry of Environment to solicit important specimens from trappers throughout the province.

During the year, reorganization of most of the collections was completed, a backlog of specimens prepared and accessioned, and a dermestid colony for cleaning small skeletons established. Many new and significant records were added to the photographic collections, including Spoon-billed Sandpiper, Common Gallinule, Smew, Spotted Redshank, and California Nightsnake.

CONSERVATION

Safety procedures and fumigation occupied staff for much of this year. Ethylene oxide, the only safe fumigant for the artifacts, has been found to be very harmful to the operators, yet the artifacts must be fumigated.

EDUCATION AND EXTENSION

The number of people participating in the educational programs declined to approximately 49,000, owing to a reduction in guided summer tours. However, school and community programs were maintained at their previous levels, and docents increased their contribution by providing 15,000 hours of volunteer time. The weekend program of family workshops, in which parents accompany their children was an outstanding success.

Nine exhibits from the British Columbia Provincial Museum, and six from the National Museums of Canada, were circulated to 22 community museums throughout the province. With Associate Museum funding (federal), the division coordinated an active curatorial extension program, involving lectures and workshops conducted by staff members in locations from Atlin to Kamloops and from Cape Mudge to Kitimat.

EXHIBITS

The highlight of the year was undoubtedly the opening of the Agillite Gallery. The need to solve an asbestos problem and to augment water and air systems delayed the next phase of the natural history exhibits. The design staff had its morale boosted by a move to better-lighted and ventilated space in the former museum board room which was replaced by an alternative facility elsewhere in the musuem. In the Gold Rush diorama, the waterwheel, which had been running since 1971, had to be rebuilt, and in the archaeology exhibit, a new section of a "dig" from the Interior was installed.

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Central Microfilm Services

OBJECTIVES

Central Microfilm Services Branch provides microfilm advisory services, specialized production services, microfilm security storage and information retrieval services, and limited microfilm supplies to ministries of the provincial government upon request.

PROGRAMS

Advisory personnel assess ministries' records and recommend the most cost-effective and efficient system and appropriate micrographic equipment for their needs.

Testing and evaluation is conducted on a variety of equipment, materials and maintenance programs to ensure adherence to accepted microfilm standards and compliance with manufacturers' specifications.

Microfilm projects are set up and monitored by technicians to ensure that accepted quality is maintained.

Thirty Treasury Board submissions for equipment totalling $362,000 were evaluated.

The Ministry of Transportation and Highways, Motor Vehicle Branch, Drivers' Licence Division, continued to be the major recipient of Central Microfilm Services support with personnel working on-site to produce microfilms. Retrieval of information from security stored microfilm rolls for the Motor Vehicle Branch accounted for approximately two-thirds of the search requests and prints produced.

The Ministry of Human Resources, Family and Children's Services Division, received assistance in bringing their adoption case files up to date.

As part of the branch's reorganization efforts, the film processing laboratory in Vancouver was closed. Microfilm production of government records decreased in 1981 pending the development of a Records Management Program. A study conducted by a consulting firm with the assistance of the Planning and Analysis Branch of the ministry recommended the establishment of a records storage and retention centre, a microfilm speciality production and film processing unit, and advisory services to ministries for various phases of the creation, use, and disposal of records. A start on some of these measures was subsequently approved for 1982/83.

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CENTRAL MICROFILM SERVICES STASTICS

Statistics by Ministry
for the period April 1, 1981 to March 31, 1982.

ROLLS		EXPOSURES
	AGRICULTURE	
10 *	Field Operations	15,824
	ATTORNEY GENERAL	
294 *	Court Services Records Centre	617,071
	CONSUMER AND CORPORATE AFFAIRS	
1	Liquor Control & Licensing	770
	ENERGY MINES AND PETROLEUM RESOURCES	
24	Mineral Resources	10,722
	ENVIRONMENT	
8 *	Terrestrial Studies	6,434
2 *	Assessment & Planning	343
6	Waste Management	2,636
48 *	Water Management	77,469
3	Surveys & Mapping	1,297
	FINANCE	
10 *	Income Taxation	19,598
29 *	Real Propety Taxation	90,898
91	Treasury	703,920

CENTRAL MICROFILM SERVICES STASTICS

	HEALTH	
41 *	Emergency Health Services	439,282
	HUMAN RESOURCES	
115 *	Family & Children's Service	264,481
131 *	Accounts	290,587
19 *	Pharmacare	948,146
29 *	Gain For Seniors	56,664
15	Personnel	36,779
	LABOUR	
54	Apprenticeship Training Program	132,385
	LANDS, PARKS & HOUSING	
118	Surveys & Lands Records	228,583
	PROVINCIAL SECRETARY & GOVERNMENT SERVICES	
9	Heritage Conservation	25,385
3	Provincial Museum	6,159
1	Government Employees Relations Bureau	1,148
1	Central Microfilm Services	26

CENTRAL MICROFILM SERVICES STASTICS

ROLLS		EXPOSURES
	TRANSPORTATION & HIGHWAYS	
863*	Drivers' Licence Division	2,987,988
1 *	Vehicle Licence Division	3,569
4	Administration	10,800
1,930	TOTAL	6,978,964

* denotes duplicate roll produced

CENTRAL MICROFILM SERVICES STASTICS

COPY FILM PRODUCTION

	FEET
AGRICULTURE	
Field Operations	75
ATTORNEY GENERAL	
Land Title Office (7)	23,675
Court Services Records Centre	525
CONSUMER & CORPORATE AFFAIRS	
Central Registry	22,125
Rent Review Commission	875
EDUCATION	
Teacher's Services	1,625
ENERGY, MINES AND PETROLEUM RESOURCES	
Mineral Resources	825

CENTRAL MICROFILM SERVICES STASTICS

	FEET
ENVIRONMENT	
Water Management	1,450
Surveys & Mapping	875
Terrestrial Studies	900
Waste Management	1,000
FINANCE	
Office of the Comptroller General	1,075
Real Property Taxation	6,000
FORESTS	
Protection	250
HEALTH	
Medical Services Plan	4,075
Vital Statistics	10,600
Emergency Health Services	500
Mental Health	8,350
HUMAN RESOURCES	
Family & Children's Services	1,850
Accounts	500
Gain For Seniors	125
Pharmacare	575

CENTRAL MICROFILM SERVICES STASTICS

	FEET
LANDS, PARKS & HOUSING	
Surveys & Lands Records	5,075
Housing Programs	825
Parks & Outdoor Recreation	12,625
PROVINCIAL SECRETARY & GOVERNMENT SERVICES	
Legislative Library	53,125
Provincial Archives	27,175
Heritage Conservation	2,250
Provincial Musuem	125
Central Microfilm Services	1,400
TOURISM	
Beautiful British Columbia Magazine	725
TRANSPORTATION & HIGHWAYS	
Engineering Division	325
Drivers' Licence Division	5,125
B.C. ASSESSMENT AUTHORITY	25,000
TOTAL	221,625

CENTRAL MICROFILM SERVICES STASTICS

E.D.P. CONTINUOUS FORM

	FEET
CONSUMER & CORPORATE AFFAIRS	
Central Registry	150
HUMAN RESOURCES	
Accounts	4,050
Gain For Seniors	125
LANDS, PARKS & HOUSING	
Housing Programs	6,425
B.C. ASSESSMENT AUTHORITY	125
TOTAL	10,875

CENTRAL MICROFILM SERVICES STASTICS

PROCESSING ONLY

	FEET
ATTORNEY GENERAL	
Land Title Office (7)	417,025
Court Services Record Services	71,600
CONSUMER & CORPORATE AFFAIRS	
Central Registry	47,925
Rent Review Commission	26,425
EDUCATION	
Teacher's Services	8,975
FINANCE	
Office of the Comptroller General	5,525
FORESTS	
Forest Protection	4,675
Silviculture	800

CENTRAL MICROFILM SERVICES STASTICS

	FEET
HEALTH	
Medical Services Plan	427,750
Vital Statistics	18,325
Willows Chest Clinic	2,225
HUMAN RESOURCES	
Pharmacare	88,625
Accounts	2,300
Central Records (Vancouver)	4,250
TOURISM	
Beautiful British Columbia Magazine	10,925
PROVINCIAL SECRETARY & GOVERNMENT SERVICES	
Legislative Library	49,825
Provincial Archives	114,950
TOTAL	1,202,125

CENTRAL MICROFILM SERVICES STASTICS

COMPARISON LIST OF SERVICES

	1980/81	1981/82
Searches	8,841	7,100
Prints	21,381	22,202
Cartridges	2,820	3,436
Computer Paper	24,325 ft.	10,875 ft.
Jackets	18,446	8,749
Copy Film	295,150 ft.	221,925 ft.
Aperture Cards	61,250	25,943
Processed Film	1,912,800 ft.	1,898,170 ft.
Exposures	9,432,001	7,025,632

Government Information Programs

Government Information Programs is distinct from the Information Services Branch of the ministry. It provides counsel and co-ordination for the whole of government in the area of information, public relations and advertising.

The group was formed in April 1981, under the direction of a deputy minister, with the purpose of providing and encouraging an optimum flow of information to the public on government policy, programs and services, and facilitating public access to such information.

While the individual ministries continue to operate their own information services, Government Information Program's objectives include the provision of a core group of experienced communicators to assist the ministries when required. Information Programs also assists in the definition of issues of concern to the public, the preparation of communication plans, and the implementation of a co-ordinated government publications policy to improve public access to the many items of literature issued by government.

In this last area, the group has worked closely with the Queen's Printer to develop a government bookstore in Victoria, with plans for another outlet in Vancouver at a later date.

As part of the rationalization of government information services, the Government Production Centre, a service formerly administered by the Ministry of Health, was transferred to Government Information Programs on April 1, 1981. The centre produces videotape programs for various ministries and agencies, dealing with public and staff education, public announcements, and general interest productions on government programs and services.

Over the year the production centre completed 17 videotape productions for various ministries. Nine of these productions were for staff training, and the remaining eight were for public information and educational purposes.

The ministries served were: Health (five productions, including a 13-part series); Transportation & Highways (seven productions); Human Resources (two productions); Agriculture (one production); Provincial Secretary (one production).

Another continuing operation taken over the by new group was the preparation and publication of B.C. Government News, a newspaper available to all residents of the province on request. The News prints news of government activities, policies and programs. Seven issues were published during 1981, with a circulation of 102,000 per issue except for the annual budget issue which was delivered to more than one million households.

Government Information Programs assisted several ministries in the planning and preparation of literature for public information, and acted as clearing house for the approval of these publications for design and cost effectiveness. The implementation of the government's visual identity program, under which all government literature is clearly identified as such, was also a major responsibility.

Government Information Programs directed the design and supply of information materials, including advertising, for the Twenty-Second Annual Premiers' Conference in Victoria, and provided similar services for cabinet tours and special events involving members of the Executive Council. The group also coordinated public attitude research to assist the government to identify and respond to the concerns and needs of the people of the province.

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Acts Administered

Blind Persons Contribution Act
British Columbia Buildings Corporation Act
British Columbia Act
Captain Cook Bi-Centennial Commemoration
Constitution Act
Document Disposal Act
Dogwood, Rhododendron, and Trillium Act
Douglas Day Act
Election Act
Emblem and Tartan Act
Financial Disclosure Act
Heritage Conservation Act
Indian Advisory Act
Inquiry Act
Klondike National Historic Park Act
Legislative Assembly Allowances and Pension Act
Legislative Assembly Privilege Act
Legislative Library Act
Legislative Procedure Review Act
Library Act
Lottery Act
Ministry of the Provincial Secretary and Government Services Act
Museum Act
Pacific National Exhibition Incorporation Act
Pension Agreement Act
Pension (College) Act
Pension (Municipal) Act
Pension (Public Service) Act
Pension Society Act
Pension (Teachers) Act
Public Service Act
Public Service Benefit Plan Act
Public Service Labour Relations Act
Queen's Printer Act
Recreation Facility Act
Scholarship Act

Ministry Directory

RESPONSIBILITY-GROUP LISTING

BRANCH	TITLE	NAME	PHONE
	Minister	Hon. J. Chabot	387-1241
	Deputy Provincial Secretary and Deputy Minister of Government Services	Vacant	387-1727
	—		
	Assistant Deputy Minister	B. Kelsey	387-4376
Administration	Director	Bruce DeBeck	387-4376
Elections Branch	Chief Electoral Officer	H.M Goldberg	387-5303
Information Services	Director	David Richardson	387-1957
Queen's Printer	Director	Howard Britt	387-6690
Lotteries Branch	Director	James A. Taylor	387-5311
Parliament Buildings Services	Director	A. Brady	387-3019
Postal Branch	Director	Leon Hall	387-5871
Legislative Library	Legislative Librarian	J.G. Mitchell	387-6500
	—		
	Executive Director	George Geddes	387-1727
Government House	Secretary	J. Michael Roberts	595-1515
Protocol	Director	David Harris	387-4376
	—		
	Assistant Deputy Minister	J. Woytack	387-5501
First Citizens' Fund	Director	R.R. Modeste	387-3206
Finance	Comptroller	I.G. Fraser	387-6494
Lottery Fund	Director	Ray Orchard	387-5823
Personnel Services Branch	Director	W.R. Henderson	387-1293
Planning and Analysis	Director	Byron Barnard	387-1989
Recreation and Sport Branch	Director	Colin K. Campbell	387-1931
	—		
	Assistant Deputy Minister	A.R. Turner	387-4376
Cultural Services Branch	Director	T.G. Fielding	387-5848
Heritage Conservation Branch	Director	R.J. Irvine	387-1205/06
B.C. Heritage Trust	Executive Officer	R.J. Irvine	387-1205/06
Provincial Archives	Provincial Archivist	John A. Bovey	387-5885
Library Services Branch	Director	Peter Martin	387-6517
Provincial Museum	Director	Yorke Edwards	387-3701
Central Microfilm Services	Director	H. Bruce Bennett	387-6507/11
	—		
Information Programs	Deputy Minister	Douglas W. Heal	387-1337
Government Information Programs	Executive Director	Maurice Chazottes	387-1337
	—		
Government Employee Relations Bureau	Chairman	Michael Davison	387-1463
Public Service Commission	Chairman	R.W. Long	387-5263
Superannuation Commission	Commissioner	Jim Reid	387-1002
Cultural Heritage	Cultural Heritage Advisor	Enrico Diano	668-2395
	—		

ALPHABETIC LISTING OF BRANCHES

BRANCH	TITLE	NAME	PHONE
	Minister	Hon. J. Chabot	387-1241
	Deputy Provincial Secretary and Deputy Minister of Government Services	Vacant	387-1727
	Assistant Deputy Minister	B. Kelsey	387-4376
	Assistant Deputy Minister	A.R. Turner	387-4376
	Assistant Deputy Minister	J. Woytack	387-5501
	Executive Director	George Geddes	387-1727
Administration	Director	Bruce DeBeck	387-4376
B.C. Heritage Trust	Executive Officer	R.J. Irvine	387-1205/06
Central Microfilm Services	Director	H. Bruce Bennett	387-6507/11
Cultural Heritage	Cultural Heritage Advisor	Enrico Diano	668-2395
Cultural Services Branch	Director	T.G. Fielding	387-5848
Elections Branch	Chief Electoral Officer	H.M Goldberg	387-5303
Finance	Comptroller	I.G. Fraser	387-6494
First Citizens' Fund	Director	R.R. Modeste	387-3206
Government Employee Relations Bureau	Chairman	Michael Davison	387-1463
Government House	Secretary	J. Michael Roberts	595-1515
Government Information Programs	Executive Director	Maurice Chazottes	387-1337
Heritage Conservation Branch	Director	R.J. Irvine	387-1205/06
Information Programs	Deputy Minister	Douglas W. Heal	387-1337
Information Services	Director	David Richardson	387-1957
Legislative Library	Legislative Librarian	J.G. Mitchell	387-6500
Library Services Branch	Director	Peter Martin	387-6517
Lotteries Branch	Director	James A. Taylor	387-5311
Lottery Fund	Director	Ray Orchard	387-5823
Parliament Buildings Services	Director	A. Brady	387-3019
Personnel Services Branch	Director	W.R. Henderson	387-1293
Planning and Analysis	Director	Byron Barnard	387-1989
Postal Branch	Director	Leon Hall	387-5871
Protocol	Director	David Harris	387-4376
Provincial Archives	Provincial Archivist	John A. Bovey	387-5885
Provincial Museum	Director	Yorke Edwards	387-3701
Public Service Commission	Chairman	R.W. Long	387-5263
Queen's Printer	Director	Howard Britt	387-6690
Recreation and Sport Branch	Director	Colin K. Campbell	387-1931
Superannuation Commission	Commissioner	Jim Reid	387-1002

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